Village of Orland Park

Sole Source Request Form Required for Purchases \$5,000 - \$24,999

Departme	ent	Date
Division (if applicabl	le)	
	n of Good/Service	
	acturer or Supplier	
Have Adequate Funds	Dollar Amount Been Budgeted For This Purchase? Yes N	lo
۵	ccount number(s)	
ection 1 - Sole Source Jus		
Sole Source Purchase is a One-of-a-Kind	vailable from only one supplier and must meet at least or	
Compatibility	The commodity or service has no competitive produc The commodity or service must match existing brand	
Replacement Part	The commodity is a replacement part for a specific bi	
Operation Continuity	The commodity or service is needed to maintain oper	
Unique Design	The commodity or service must meet physical design	-
Delivery Date	Only one supplier can meet necessary delivery requi	
Emergency	URGENT NEED for the item or service does not per	
Other		
plain how your purchase	of goods or services meets one or more of the abov	e criteria for a valid sole source
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